

GICLM

School Fees Policy

Version
Status
Date
Next review date
Summary

I
ACTIVE
May 2019

Policy drawn up by Education Board Chairman, Finance Head, Head of School in line with guidance from School Board.

School Fees Policy and Procedures

Purpose of Policy

An effective School Fees policy provides clear direction to the community about expected behaviours. This policy makes explicit the school's commitment to the development of good practice and sound procedures and will be shared with the community and posted on the school website.

This policy applies to all applicants and current members of GICLM.

ADMISSION, RE-ADMISSION AND FEE POLICY **(Academic year 2019-20)**

The academic year 2019-20 commences from 05 August 2019 and ends on 19 June 2020*.

It is divided into two semesters, the First Semester being from August 2019 to December 2019 (Semester One) and the Second Semester being 06 January 2020 to 19 June 2020 (Semester Two).

(*Please note that stated start and end dates may be subject to change at the discretion of the Board due to unforeseen circumstances. Any such changes will be communicated to the community. The stated period gives a guide to the fee period as suggested in this policy).

School Fees Overview and Inclusions

1. School Fees: Outline

1.1. An all-inclusive school fee is payable for the School's academic year, i.e. from August 01, 2019 to June 30, 2020, which fee shall include the following:

- (i) Tuition Fees;
- (ii) Use of laboratories, computer centers and learning centers during school hours;
- (iii) Use of swimming pool, basketball court, badminton court, music and dance studios, art room, school playground etc. during the school hours;
- (iv) School uniforms including sportswear (two pairs of school uniform and one pair of sportswear);

(v) Note books, text books, identity cards (smart cards) year book etc.

1.2. The entire of the said school fees are payable in advance and before the commencement of the academic year. However, for facilitating easy payments and for the convenience of the parents, the management at its discretion may permit the payment of the same in installments. The said facility of payment in installments is not as a matter of right and is at the sole discretion of the management. The management expressly reserves its right to cancel the facility of payment of school fees in installments and demand payment of the balance amount at any time during the academic year. It shall be incumbent upon the parents to honor such demand with in a period of 15 days of issuance of the demand.

1.3. As afore stated, the management in its discretion may permit the payment of the aforesaid fees in a single installment, in two installments, or four installments each of which to be paid quarterly, in the following manner: The fees will be collected between 01 June 2019 to 05 June 2019. Kindly refer Point 6 for fee details.

- (i) In case of the fees being paid in a single installment, the same is payable as 07 June 2019.
 - (ii) In case of the fees being paid in 2 installments, the first installment is payable as 07 June 2019. For the second installment, a post-dated cheque must be given to the school as 07 November 2019;
 - (iii) In case of school fees to be paid in 4 installments i.e., quarterly, the first installment is payable as 07 June 2019. Three post-dated cheques must be given towards the second, third and fourth installment as 07 August 2019, 07 November 2019 and 07 February 2020 respectively;
- 1.4. If the student registers only for Semester One, then 75 % of the school fees shall be payable and it shall be paid in a single installment as 07 June 2019.
- 1.5. If the student registers only for Semester Two, then 75 % of the school fees shall be payable and it shall be paid in a single installment as 07 November 2019.
- 1.6. **Extra Expenses:** In addition to the school fees mentioned above, parents will also be required to separately pay for expenses towards project week

excursions, school events/programs, examination fees, board fees, expenses towards college applications, extra activities after school hours (if desired), transportation (if desired), meals (except for Primary and EY students) (if desired) and any other requirements in connection with the student's education, as may be decided by the school from time to time.

2. Admission Fee

Admission fee is a one-time non-refundable amount payable by a newly enrolled student within seven days of notification of acceptance of admission of the student to the school.

3. Security Deposit

- 3.1. The security deposit is a one-time refundable amount payable by a newly enrolled student as a security towards any damage to or loss of library books, laboratory equipment, computer facilities or other equipment or assets in the school. The said security deposit shall be an interest free deposit.
- 3.2. The security deposit is payable within seven days of notification of acceptance of admission of the student to the school.

- 3.3. In the event of de-registration of a student, the security deposit shall be refunded subject to deductions (if any) including towards arrears in respect of pending school fees, within 60 days of de-registration, provided the de-registration is in accordance with the school withdrawal procedures, and shall further be subjected to completion of all exit formalities including issuance of transfer certificate to the satisfaction of the management of the school.

Admissions, Re-admissions and Fee Payment Procedures

4. New Admission procedures

- 4.1. For securing a new admission to the school to any grade, the duly completed application form is required to be submitted within seven days from the date of issuance of the admission forms.
- 4.2. Upon acceptance of the admission, the admission fee, security deposit, school fees, as mentioned in clause one to three above, are required to be paid within seven days of acceptance of admission.

4.3. The mere acceptance of the admission form shall not guarantee admission to the school. The management reserves the right to accept or reject any application and is not required to give reasons for rejection of admission form. The admission shall stand confirmed only upon payment of the fees.

5. **Re-admission procedures**

5.1 For existing students of the school who wish to seek re-admission for the subsequent academic year they are required to submit a completed re-admission form. All re-admissions would have to be authorized by the Head of the School.

5.2 The existing students of the school, who intend to continue for the next academic year are required to complete the admission formalities for the same by submitting duly filled forms¹ as stipulated by the management before the commencement of the academic year.

5.3 Failure to submit the duly filled application form on or before the due date shall imply that the parents do not intend to continue the admission with the school and any such failure to submit the application form shall lead to automatic cancellation of the admission.

¹ See Appendix One: Re-Admissions Form

6. Payment of the fees:

6.1 The Admission fee and Security Deposit are paid in one installment by way cheque or bank draft , drawn in favour of Garodia International Centre for Learning Mumbai' for grade 1 to grade 12 and in favour of 'GICLM Preschool' for Playgroup to K2. All other amounts shall be paid in the manner notified by the school from time to time.

6.2 All amounts, once paid, are neither refundable nor transferable, except as provided herein.

6.3 Upon the first default in payment of any amount due to the school by the respective due dates as provided hereinabove, it shall be the discretion of the management of the school to take appropriate action including cancellation of admission of the student. The school shall be entitled to levy interest of Rs. 3000/- for every half month delay in the payment of fees. Upon any subsequent default, the admission of the student shall stand automatically cancelled.

- 6.4 Upon the cancellation of admission as above, the security deposit shall stand forfeited against such cancellation of the admission.
- 6.5 In the event of any student withdrawing from the school during or at the end of Semester One, an advance written notification must be given to the school at least two months before the date on which the student intends to leave. The school shall then consider refund of 25 % of the total school fees, subject to receipt of the entire school fees. Failure to comply with the stipulated notice period may result in forfeiture of the security deposit.
- 6.6 In the event of a student withdrawing from the school during or at the end of Semester Two, no refund of school fees shall be given. The refund of security deposit shall be subject to clause three above.
- 6.7 In the event, any cheque is given towards any of the above payments, is dishonored, bank charges (as applicable) and a penalty of Rs. 1000/- shall be payable, in addition to the interest mentioned above. Further, a Demand Draft of the amount due (i.e. in respect of the dishonored cheque) shall be given within a week of receiving notification from the school in this behalf. Failure to submit the Demand Draft will lead to the student being de registered with immediate effect without any further notice.

- 6.8 All amounts payable to the school are payable in Indian Rupees and are payable in Mumbai.
- 6.9 A student will be entitled to attend classes, participate in activities and have uninterrupted access to school facilities, provided all amounts payable to the school have been duly paid in the manner provided in this policy.
- 6.10 The school will issue a Transfer Certificate to the student, provided all amounts due and payable to the school have been paid.
- 6.11 The refund of any amount to the credit of the student shall be paid over only to the person/company issuing the school fees/security deposit.
- 6.12 Parent can visit URL: gjs.edusprint.in to see details of the child. They can login and change the password and can have access to child details, Fee payments, etc.

Concluding Statement

Garodia International Centre for Learning, Mumbai formulates regulations necessary for the smooth and effective budgeting and functioning of the school. The school reserves the right to amend its regulations, policies and fee structure from time to time, wherever considered necessary and appropriate. This policy is not to be construed as a contract binding persons to GICLM. The information given in this Policy and application materials is an indication of school plans as on the date of publication of the relevant given document and is only for representative purposes. This policy is subject to change at the sole discretion of the management of the school. The decision of the school management as regards the interpretation of any terms of this policy is final and shall be binding on the parents. All the terms and fees quoted in this policy are applicable for academic year 2019-20 only and shall be subjected to increases/changes in subsequent years of study.

Appendix

Readmission Fee Slip

GARODIA INTERNATIONAL CENTRE FOR LEARNING MUMBAI				
Fee Slip for Academic Year 2019-2020				
School Copy				
Name				
Grade				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Fees				
Cheque Number				
Bank Name				
Cheque Date	07-Jun- 2019	07-Aug- 2019	07-Nov- 2019	07-Feb- 2020

GARODIA INTERNATIONAL CENTRE FOR LEARNING MUMBAI				
Fee Slip for Academic Year 2019-2020				
Parent Copy				
Name				
Grade				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Fees				

Cheque Number				
Bank Name				
Cheque Date	07-Jun- 2019	07-Aug- 2019	07-Nov- 2019	07-Feb- 2020